



# **Alabama Board of Funeral Service**

## **Special Call Meeting Minutes**

March 08, 2013

### **Attendance**

The following members were present: Mark N. Craddock, Joe E. Lewis, Samuel Seroyer, John C. Rudder, Bart Kirtland, Calvin Meadows and Jason Wyatt. Staff present was Charles M. Perine, Executive Secretary and recording, and legal counsel Cameron McEwen from Attorney General's Office.

The following member(s) were absent: NONE.

### **Call to order**

With all members and a quorum present Mr. Mark N. Craddock, Chair, called to order the Special Call Meeting of the Alabama Board of Funeral Service at 1:00 p.m. on March 8, 2013 in Room 123 of the Alabama State House, 11 South Union Street, Montgomery, Alabama.

### **New Business**

#### **Board Staff:**

Mr. Craddock stated that the selection committee, consisting of Mr. Craddock, Mr. Lewis, Mr. Rudder and Mr. Meadows, interviewed 14 applicants for the position of Associate Executive Secretary earlier in the day. The selection committee selected the top 4 candidates to be presented before the Board (Daniel Shockley, Joey Guess, E. Denise Grogan and Jamie Whitworth)

Mr. Craddock asked each applicant to come forward one at a time to answer any questions from the Board members.

### **Executive Session**

After each candidate was questioned by the Board members, Mr. Meadows moved that the Board go into executive session for 20 minutes beginning at 1:22 until 1:42 to discuss the good name and character of the applicants, seconded by Mr. Wyatt.

Yea votes: Mr. Craddock, Mr. Lewis, Mr. Seroyer, Mr. Kirtland, Mr. Rudder, Mr. Meadows, and Mr. Wyatt

Nay votes:

Abstain:

The motion passed unanimously.

At 1:22 p.m. Mr. Perine advised the audience that the Board would now go into executive session for 20 minutes to discuss the good name and character of the applicants and would reconvene at 1:42 p.m.



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## **Special Call Meeting Minutes**

March 08, 2013

After the audience was called back in the room, Mr. Craddock called the regular business meeting back to order at 1:40 p.m.

Mr. Craddock explained that the Board needed a little more time to discuss the applicants, and would take a motion at this time to return to executive session.

Mr. Meadows moved that the Board go back into executive session for 30 minutes beginning at 1:40 until 2:10 to discuss the good name and character of the applicants, seconded by Mr. Wyatt. Yea votes: Mr. Craddock, Mr. Lewis, Mr. Seroyer, Mr. Kirtland, Mr. Rudder, Mr. Meadows, and Mr. Wyatt

Nay votes:

Abstain:

The motion passed unanimously.

At 1:40 p.m. Mr. Perine advised the audience that the Board would now go into executive session for 30 minutes to discuss the good name and character of the applicants and would reconvene at 2:10 p.m.

After the audience was called back in the room, Mr. Craddock called the regular business meeting back to order at 2:10 p.m.

Mr. Craddock asked for nomination for the position of Associate Executive Secretary.

Mr. Rudder moved to nominate Joey Guess. The motion died for a lack of a second.

Mr. Meadows moved to nominate Evelyn Denise Grogan, seconded by Mr. Wyatt.

Mr. Seroyer moved to close nomination for Associate Executive Secretary, seconded by Mr. Meadows. Being no discussion, Mr. Craddock called for a vote. Motion to close nomination passed unanimously.

Being no discussion, Question before the Board is Mrs. Evelyn Denise Grogan to fill the position of Associate Executive Secretary. Mr. Craddock asked for a roll call vote:

Yea vote: Mr. Lewis, Mr. Seroyer, Mr. Kirtland, Mr. Meadows and Mr. Wyatt

Nay vote:

Abstain: Mr. Rudder and Mr. Craddock

The motion passed with a vote of 5-Yea and 2-Abstention.



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### **Other Business**

#### **Complaint Process:**

Mr. McEwen explained to the Board members that we would like to implement the following complaint process:

One Board member, Mr. Perine and Mr. McEwen will review every complaint and all other Board members would be hearing the complaint in an administrative hearing if it gets to that point. On settlement agreements, the Board needs to give permission to the one Board Member assisting with the complaint the permission to authorize the offer of a settlement agreement. The settlement would be recommended by the one Board member and Mr. Perine.

Mr. Wyatt moved to approve the complaint and settlement agreement process that has been recommended by legal counsel, seconded by Mr. Lewis. The motion passed unanimously.

Mr. Craddock explained to the Board members that if someone contacts them about a complaint or issue, the Board members are to instruct the individual that they cannot discuss any complaints or issue and they should contact the Board's staff.

### **Adjournment**

Being no other business, Mr. Craddock asked for a motion to adjourn. Mr. Lewis moved to adjourn the meeting at 2:21 p.m., seconded by Mr. Meadows. The motion passed unanimously.

Minutes submitted by: Charles M. Perine

X

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Mark N. Craddock  
Chair

X

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Charles M. Perine  
Executive Secretary